

# How to add or edit resident details in Manage.



## How to add or edit resident details in Manage.

Swift Manage is where you can add and edit all resident details for My Family My Community (MFMC). This includes Resident name, room number, date of birth, and location (room).

### How to add a Resident:

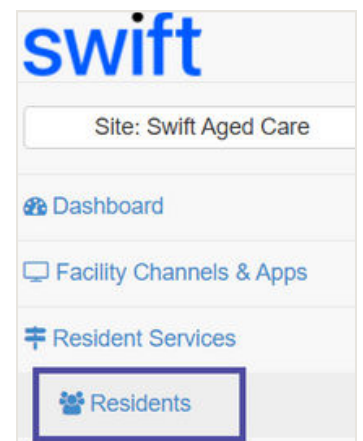
**Step 1** - Login to Swift Manage <https://manage.swiftnetworks.tv>

**Step 2** - Select Resident Services > Residents.

**Step 3** - Choose +Add Resident. 

**Step 4** - Enter Title, First and Last name, Date of birth, Location.

**Step 5** - Select Submit.



A Pairing Code is automatically generated for your resident.

### How to edit a Resident:

**Step 1** - Login to Swift Manage <https://manage.swiftnetworks.tv>

**Step 2** - Select Resident Services > Residents.

**Step 3** - Under the Action column, select the pencil (Edit) icon.

**Step 4** - Make any required changes to Location (room), Name, Title or Date of Birth.

**Step 5** - Select Submit.

